

1270.06 Annual Internal Audit Activities Reporting

Issued November 9, 2001

SUBJECT: Annual Internal Audit Activities Reporting

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide guidelines for reporting on internal audit activities.

CONTACT AGENCY: Office of Financial Management (OFM).

TELEPHONE: 517/373-1010

FAX: 517/373-6458

SUMMARY: In order to establish uniformity and enhance usefulness in reporting, this policy prescribes annual reporting requirements of both the appropriation acts the Management and Budget Act, Section 485(4)(b).

The following prescribes the new reporting requirements:

The department shall provide a report prepared by the department's internal auditor on the activities of the internal auditor for the prior fiscal year. This report shall include a listing of each audit or investigation completed by the internal auditor pursuant to sections 486(4) and 487 of the Management and Budget Act of 1984 PA 431, MCL 18.1486 and 18.1487. The report shall identify the proportion of time spent on each of the statutory responsibilities listed in section 485(4), 486(4) and 487 of the Management and Budget Act, 1984 PA 431, MCL 18.1485, 18.1486 and 18.1487, and time spent on all other activities performed in the internal audit function.

The first report shall be due May 1, 2001 and submitted as an attachment to the biennial risk assessment as required in Procedure 1270.01 "Reporting on evaluations of internal control structures" on all odd-numbered years. On even-numbered years, the report shall be submitted directly to the Governor with copies sent to the following:

- Auditor General
- Senate and House Appropriations Committees
- Senate and House Fiscal Agencies
- DMB Director
- State Budget Director

APPLICABLE FORMS: None.

The following prescribes the format of the letter (EXHIBIT A), required report (Attachment I), and definitions (Attachment II) for each report category.



EXHIBIT A
ATTACHMENT I
ATTACHMENT II

* * *

Distribution Date: 11-9-01
Procedure 1270.06